

DCFS Pay Upon Hire Worksheet (HR-03) Form Instructions

Revised 6/2015

New hires shall be started at the minimum of the salary range, or where applicable the special entrance rate (SER), unless additional compensation is needed to attract a candidate. The proposed rate of pay is to be included on the HR-2, Recommendation form. This worksheet shall accompany the HR-2 form whenever the proposed salary is above the minimum rate, or if applicable the special entrance rate (SER).

Definitions of Pay Mechanisms according to Civil Service Rule 6.5

Conversion of Probational or Job Appointment to Probational Appointment: The pay of a probational, or job appointee **shall not be reduced** when the employee is earning more than the minimum for the job he occupies, and is then probationally appointed to a position in the same job, or a different job with the same maximum rate of pay, in the same department without a break in service.

Reemployment (Former Rate Earned): The pay of an employee reentering the classified service, other than one being restored to duty following military service, **may be fixed** at the highest rate in the range, or within the range plus base supplement authorized for the position in which he/she is being employed, that does not exceed the highest salary he/she previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his/her former salary, he/she will enter at range minimum. If the former salary is higher than the range maximum or range maximum plus authorized base supplement, his/her pay rate shall be set no higher than the range maximum, or range maximum plus base supplement if authorized for the position in which he/she is being employed. This Rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

Classified WAE Appointment: When an appointing authority makes a classified WAE appointment, he **may set the pay** of the employee at any rate in the range. Written justification requesting a salary above the minimum shall be included in the justification section of the HR-2 recommendation for hire.

Return From Military Service: Subject to Rule 23.15, when an employee returns from military service and is restored to duty in his/her former, equivalent or lower position, his pay shall be fixed at the rate earned prior to leaving the classified service. If the job or equivalent job had been upgraded or any pay adjustments granted, he **shall** be granted a pay rate reflecting the impact of these adjustments, as though he had been in that job at the time of the adjustments.

Reentering the Classified Service Without a Break In Service: When an appointing authority requires an employee to resign a permanent position in order to accept a probational appointment, and the employee accepts such an appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the employee **shall retain eligibility** for the promotional increase for a period not to exceed 1 year. The appointing authority may grant any increase for which the employee would have been eligible under Rule 6.7. This Rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

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Extraordinary or Superior Qualifications/Credentials: **Additional information must be completed when selecting this pay mechanism.** Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/ credentials above and beyond the minimum qualifications/credentials, the appointing authority **may**, at his own discretion, pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the third quartile of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department,
4. the appointment is probational or a job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials MAY be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least 60 days. Further, it cannot be applied for transfers within the state.

The Hiring Manager or Supervisor is responsible for the verification of extraordinary qualifications/ credentials and for completion of the worksheet and must certify the information as accurate.

The Hiring Manager or Supervisor is also responsible for ensuring that the salary for the new employee creates no pay inequity for other employees in the same job title, or for ensuring that sufficient documentation of need exists to justify the pay inequity. Any pay inequity must be reported to the appointing authority prior to obtaining his/her signature on the recommendation for hire.

The Headquarters Human Resources Analyst is responsible for ensuring that the salary for the new employee meets all requirements set forth in DCFS Policy No. 4-13.